

**Lunenburg Council on Aging Meeting Minutes**  
**January 11, 2011**

*Minutes Approved at the 2/8/11 COA Meeting*

**Present:** Pete Lincoln (Chairperson), Doreen Noble (Director), Mary Lynn Conrad (Vice Chairperson), Jane Doyle, Joyce Wass, Barbara Brown, Sandy Flanagan, Sis Montuori, Jim Hays, Deb Seeley and Susan Doherty (Admin. Asst.)

**Excused:** Fred Crellin

**Guests:** John Male & Jim Halloran  
Lunenburg High School Principal Mike Barney (Scheduled for later in meeting)

**Welcome:** Pete Lincoln, Chairperson, called the meeting to order at 9:34 a.m.  
Pete welcomed John Male and Jim Halloran to the meeting.

**Minutes:** A motion was made and seconded to accept the December 14, 2010 COA meeting minutes as amended. All approved, motion carried.

**Director's Report:**

***Finance/Informational Report:***

A verbal monthly budget report was given by the Director. Funds needed to be transferred from the electric line to the water line in order to cover the water bill for the 3<sup>rd</sup> quarter. All other monthly expenses are on target.

Doreen reported that she had spoken with Jim Breault, Facilities Manager, about the unfinished roof repairs and he assured her that the temporary repairs will hold until the roofing company is able to get back to finish the job.

The senior center uses Voice Systems as its telephone network. There were problems with the service during last summer/fall which the Friends of the Eagle House Inc paid to have fixed.  
An Office Equipment/Repair line will be added into the budget for next year.

The Director has decided that she will not be getting an intern this semester from Fitchburg State due to time restraints.

The pancake breakfast which was scheduled for 1/12/11 has been cancelled by Lion's member Dave Berthiaume, due to a pending snow storm.

A discussion ensued about last summers grill request. Barbara Brown informed the board that at the December Lions Club meeting a procedure was put in place stating that there would be no free gas grill loans to any organizations. She also said that Dave Clements said at the meeting that the charcoal grill was offered to the senior center for free. Sue Doherty, who was in contact with Dave Berthiaume about the grill request, stated that she was unaware of any offer of that nature.  
COA Board member Jim Hays asked to move this discussion.

Doreen has withdrawn her name from the Director's position at the Pepperell COA. Town Manager Kerry Speidel has offered her a salary increase, competitive with what Pepperell had offered her, if she stays in Lunenburg to which Doreen agreed. The increase will take effect as of July 1, 2011. The COA board congratulated her on the salary increase.

***Senior Citizen Property Tax Work-Off:*** New applications for the property tax work-off program have been developed and applicants have been picking them up at the Eagle House office. They hope to fill 14-16 positions this year. A question about liability for volunteers was raised. There is a "Volunteer Service Agreement" which is on file at the Eagle House that includes a section on liability. A copy will be brought to the February meeting.

## **Old Business:**

***Parking Lot/CDBG Grant:*** Shelly Hatch from MRPC had delivered the completed grant to the Eagle House the week prior to this meeting. Shelly stated that she feared bonus points may have been lost in the process due to the fact that she had not received all of the information needed from Lunenburg officials at town hall. She had also suggested that Senator Jen Flannagan and State Rep. Jen Benson be contacted about supporting this project by speaking to HUD directly at the end of February. The Grant announcement will be made sometime in April 2011.

## **New Business:**

***Mike Barney Ace/Achieve Program:*** Lunenburg High School Principal Mike Barney was in attendance to discuss a Memorandum of Understanding in regards to the ACE/ACHIEVE students from the High School concerning communication and health/safety guidelines while they are volunteering at the Eagle House Senior Center. He has researched the Center of Disease Control for ideas and would like to arrange a meeting with a COA board member to develop the Memorandum of Understanding. In the mean time, the ACE/ACHIEVE program will not continue at the Eagle House until this process is completed and signed by Mike Barney and Doreen Noble.

**Committee Reports:** The COA Finance Committee had met at 9AM before the COA meeting and will reconvene after this meeting has ended.

Pete Lincoln reminded all sub-committees that they need to begin dealing with end of year committee reports. He also reminded the Board Development committee that they should be actively looking for a new COA board member.

**Correspondence:** Pete Lincoln read a letter which was sent to the Town Manager written by COA board member Jim Hays concerning the town furloughs which were taken last spring.

**General Discussion:** Jim Halloran, who is a member of the Friends of the Eagle House Inc. was present and was concerned about the fact that a new Chairperson for the Friends group has not been selected yet. Doreen said that she would like to give the Friends group guidance in this matter. Jim Hays and Jim Halloran told her that they did not want her to serve as a consultant.

Discussion was held on what the procedure would be, should it snow and the building was closed on COA meeting day. A motion was made and seconded that if the building is closed due to a snow day, on a scheduled COA meeting day, the meeting will then take place at the same time, on the following Tuesday.  
All approved, motion carried.

Both Debra Seeley and Mary Lynn Conrad will not be in attendance at the February COA meeting.

**Upcoming Events:** See attached agenda.

**Adjournment:** A motion was made and seconded to adjourn the meeting.

All approved, and the motion was carried.

Meeting adjourned at 10:55AM

Respectfully Submitted,  
Susan Doherty, Administrative Assistant